

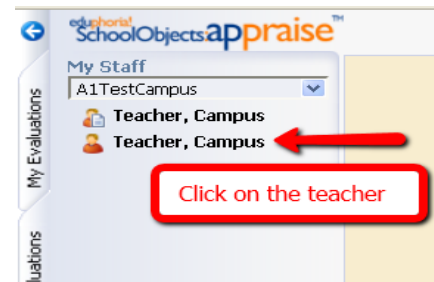


Employee Appraisal System (EASy) *Allowing Teachers to View Their Conference Guide* Quick Reference Guide

*Once campus administrators have successfully set up the Appraise staff list and are ready to conduct a pre-conference, principals are able to mark them viewable for teachers:

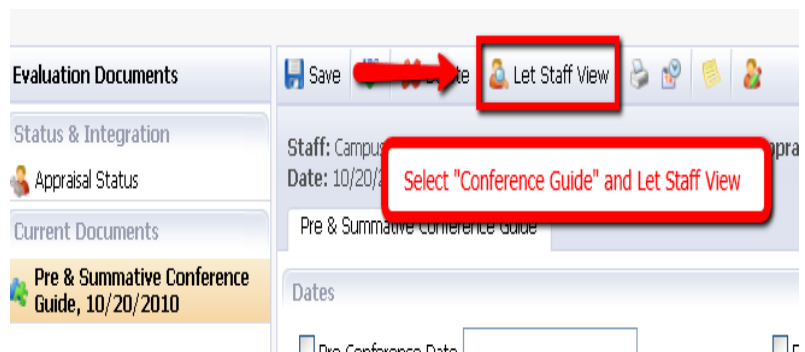
Step 1:

Login, click Appraise, click on the Evaluations tab, and click on the staff member's name



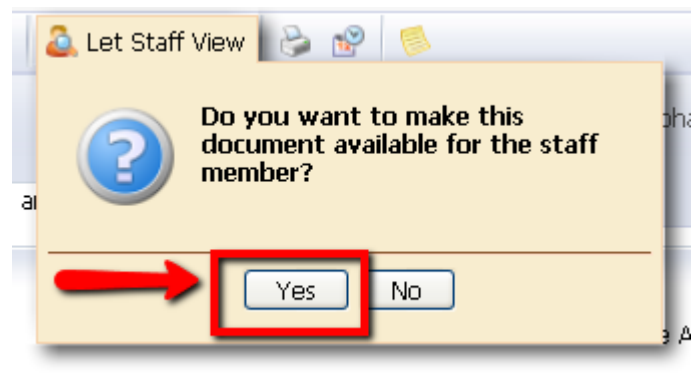
Step 2:

Click on the *Conference Guide*, and Select *Let Staff View*



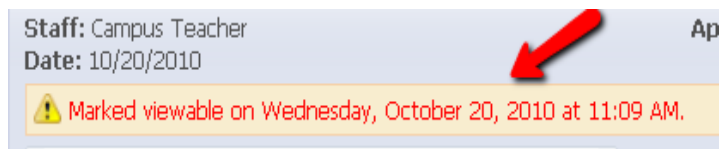
Step 3:

Click "Yes" to allow staff member to view



Step 4:

As the principal, you will see
"Marked Viewable"



Please Note:

- Teachers will receive an email with instructions on how to login and view their summative

Example of Email Sent to Teachers:

A new evaluation is available. Click the link below to login and view the new document.

<http://eduweb.saisd.net/Appraise>

Evaluation Details:

Staff Member: Teacher, Campus
Appraiser: Correa, Stephanie
Evaluation Type: Summative
Date: 10/20/2010

NOTE: Email sent to the evaluated teacher with
login instructions

The first time you log into eduphoria! Appraise, your username is the first part of your district email address (i.e. jdoe) and your initial password is welcome (all lowercase). After your initial login, you will be able to change your password and confirm your profile details.

